

REPORT OF THE SERVICE COMMITTEE  
OF THE LEGISLATIVE COUNCIL

November 15, 1989

The Service Committee of the Legislative Council met on November 15, 1989. The meeting was called to order by Representative John Connors, Chairman, at 10:00 a.m. in Room 22 of the State House, Des Moines, Iowa.

The Service Committee respectfully submits to the Legislative Council the following report and recommendations:

1. The Service Committee received and filed a report on the progress of implementation of service of the Voice Information Processing System. There will be a training session for VIPS following the Legislative Council meeting. The Committee was also informed that the incoming WATS line for VIPS is in place.

2. At its October meeting the Legislative Council approved the purchase of a high-speed audio tape duplicating machine by the Legislative Service Bureau to duplicate audio tapes of sessions of national meetings. The Service Committee recommends that the following policy for tape duplication be approved:

a. The Legislative Service Bureau will transmit copies of brochures, listing the tapes available, to the legislative leaders and committee chairpersons. The legislative leaders will determine whether the entire set of tapes should be ordered. If the entire set of tapes is not ordered, the Service Bureau will order tapes requested by legislators and tapes that relate to the topics of interim committee meetings and pending or anticipated legislation.

b. The Legislative Service Bureau shall order blank audio tapes in bulk quantities and charge legislators the actual cost of the tapes used.

3. The Service Committee received and filed a Personnel Report from the Legislative Fiscal Bureau.

4. The Service Committee recommends that the Legislative Council approve the following proposed personnel actions by the Legislative Service Bureau:

a. A one step increase in the salary of Ms. Donna Munzenmaier, from grade 15, step 1, to grade 15, step 2. Ms. Munzenmaier has agreed to work at the Legislative Service Bureau, during session, as one of the extra proofreaders. Ms. Munzenmaier is currently employed in the Legislative Service Bureau in the Administrative Code Division as a proofreader.

b. The appointment of Ms. Janet Wilson as the Deputy Code Editor at pay grade 33, step 6. Ms. Wilson is presently a Senior Legal

Counsel at the Legislative Service Bureau and is employed at pay grade 36, step 4. The transfer of positions will result in a one step reduction in salary for Ms. Wilson.

c. The appointment of Ms. Marva Cross as a Legislative Text Processor I, at pay grade 19, step 2. Ms. Cross has been employed as a Senior Bill Clerk in the Legislative Service Bureau at pay grade 18, step 2. Employing her at step 2 will provide Ms. Cross with a one step pay increase for the promotion.

5. The Service Committee received an oral report by the Chair of the Retention of Independent Legal Counsel Subcommittee and anticipates receiving a final report at its next meeting.

6. The Service Committee recommends the Legislative Council approve the attached proposed budget and budget allocation of the Legislative Service Bureau for the fiscal year beginning July 1, 1990, pursuant to section 2.12 of the Code.

7. The Service Committee recommends that the Legislative Council approve the attached proposed budget and budget allocation of the Legislative Fiscal Bureau for the fiscal year beginning July 1, 1990, pursuant to section 2.12 of the Code.

8. The Service Committee recommends that the Legislative Council approve the attached proposed budget and budget allocation of the Computer Support Bureau for the fiscal year beginning July 1, 1990, pursuant to section 2.12 of the Code.

9. The Service Committee recommends that the Legislative Council reduce the attached proposed budget of the Office of Citizens' Aide for the fiscal year beginning July 1, 1990, by 15 percent and approve a total budget amount of \$553,150 with necessary changes in the proposed budget allocations pursuant to section 2.12 of the Code.

10. The Service Committee recommends approval for the Legislative Service Bureau to begin procedures to employ an additional temporary full-time Research Analyst to assist with redistricting duties, as recommended by the Redistricting Technology Selection Committee.

11. The Service Committee recommends that the Legislative Council approve the revised application form for use by central legislative staff agencies. Upon receipt of a letter of application and resume by the agency, a copy of the application form shall be sent to each applicant for completion.

Respectfully submitted,

REPRESENTATIVE JOHN CONNORS  
Chairman